



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

November 6, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Defense Health Board

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.85, intends to modify the existing charter for the Defense Health Board (Attached).

This discretionary advisory committee provides the Department of Defense independent advice and recommendations on matters pertaining to operational programs, policy development, and research programs and requirements for the treatment and prevention of disease and injury, the promotion of health and the delivery of efficient, effective, and high quality health care services to Department of Defense beneficiaries.

During the Fiscal Year 2007 Annual Comprehensive Review, the Department of Defense determined that the current charter failed to accurately capture DoD's costs for supporting this committee. The increase in costs were directly related to the Department of Defense's decision to use the Defense Health Board as an umbrella committee to address various health-related issues, to include three non-discretionary and one discretionary committees that were stood up as subcommittees to the Defense Health Board.

The Defense Health Board will continue to operate under the provisions of the Federal Advisory Committee Act, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, §§ 102-3.5 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's modified charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Mr. Jim Freeman, at 703-601-2554, extension 128.

A handwritten signature in black ink, reading "Frank M. Wilson". The signature is fluid and cursive, with the first name "Frank" and last name "Wilson" clearly distinguishable.

Frank M. Wilson  
Committee Management Officer  
for the Department of Defense

2 Attachments  
As stated

CHARTER  
DEFENSE HEALTH BOARD

- A. Official Designation: The Committee shall be known as the Defense Health Board (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Assistant Secretary of Defense for Health Affairs and the Under Secretary of Defense for Personnel and Readiness, independent advice and recommendations on matters pertaining to operational programs, policy development, and research programs and requirements for the treatment and prevention of disease and injury, the promotion of health and the delivery of efficient, effective, and high quality health care services to Department of Defense beneficiaries. The Under Secretary of Defense for Personnel and Readiness or designated representatives, unless otherwise directed by statute, may act upon the Board's advice and recommendations.
- C. Board Membership: The Board shall be composed of not more than twenty five members, who are eminent authorities within their respective health fields. Board Members and Subcommittee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

Board Members and Subcommittee Members, unless otherwise directed by statute, shall be appointed for two-year terms by the Secretary of Defense and reviewed on an annual basis. Board Members and Subcommittee Members, unless otherwise directed by statute or determined by the Secretary of Defense, shall, with the exception of travel and per diem for official travel, serve without compensation.

The President of the Board shall be appointed by the Secretary of Defense based on the recommendation of the Under Secretary of Defense for Personnel and Readiness. The President shall serve in this capacity for a period of two years. The Board President may, by reelection, serve a second term, but shall not exceed two successive terms. Members who participate in the Department of Defense's decision making process are ineligible to serve as President.

- C. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Board President. The estimated number of Board Meetings is six per year. The Board shall be authorized to establish Subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and appropriate Federal Regulations.

Such Subcommittees or Working Groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or Working Groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees not Board Members.

- E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

- F. Agency Support: The Department of Defense, through the Assistant Secretary of Defense for Health Affairs (Director, TRICARE Management Activity), shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix.
- G. Operating Costs: It is estimated that the annual operating costs, to include travel costs, consultant fees, and contract support, are \$1,000,000. The estimated annual personnel costs to the Department of Defense are 4.0 full-time equivalents (FTEs).
- H. Charter Filed: November 10, 2006

CHARTER  
DEFENSE HEALTH BOARD

- A. Official Designation: The Committee shall be known as the Defense Health Board (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Assistant Secretary of Defense for Health Affairs and the Under Secretary of Defense for Personnel and Readiness, independent advice and recommendations on matters pertaining to operational programs, policy development, and research programs and requirements for the treatment and prevention of disease and injury, the promotion of health and the delivery of efficient, effective, and high quality health care services to Department of Defense beneficiaries.

The Under Secretary of Defense for Personnel and Readiness or designated representatives, unless otherwise directed by statute, may act upon the Board's advice and recommendations.

- C. Board Membership: The Board shall be composed of not more than twenty five members, who are eminent authorities within their respective health fields. Board Members and Subcommittee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

Board Members and Subcommittee Members, unless otherwise directed by statute, shall be appointed for two-year terms by the Secretary of Defense and reviewed on an annual basis. Board Members and Subcommittee Members, unless otherwise directed by statute or determined by the Secretary of Defense, shall, with the exception of travel and per diem for official travel, serve without compensation.

The President of the Board shall be appointed from among the membership by the Secretary of Defense based on the recommendation of the Under Secretary of Defense for Personnel and Readiness in consultation with the Board. The President shall serve in this capacity for a period of two years. The Board President may, by reelection, serve a second term, but shall not exceed two successive terms. Members who participate in the Department of Defense's decision making process are ineligible to serve as President.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Board President. The estimated number of Board Meetings is six per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish Subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act, the Government in the Sunshine

Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations..

Such Subcommittees or Working Groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or Working Groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Agency or any Federal officers or employees who are not Board Members.

- E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Assistant Secretary of Defense for Health Affairs (Director, TRICARE Management Activity), shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix.
- G. Operating Costs: It is estimated that the annual operating costs, to include travel costs, consultant fees, and contract support, are \$4,000,000.00. The estimated annual personnel costs to the Department of Defense are 10.5 full-time equivalents (FTEs).
- H. Charter Filed: November 10, 2006
- I. Charter Modified: